

## **USE OF PHOTOGRAPHY AND/OR AUDIO/VIDEO TAPE RECORDING**

### **POLICY**

To establish guidelines for audio/videotaping, photographing, filming designed to insure protection of client's rights to privacy.

### **PROCEDURE**

Clients may be audio/videotaped, photographed or filmed only when prior written consent has been obtained from the client, client's guardian or parent of a minor, and for the following purposes:

- Supervision of staff, students, volunteers
- Evaluation of the treatment process
- Staff development or training
- Community education
- Research
- To determine the identification of a recipient of services

The consent form must include:

- A statement of intended use
- A statement advising the recipient of the right to terminate the consent at any time
- A statement advising the recipient that there will be a review at least annually regarding the need to continue to retain the material

Tapes, photographs, or films may not be used by any person, group or organization outside of MOPS without explicit permission of the Executive Director or designee.

If it is necessary to send photographs or audio/videotapes to an individual or agency outside of MOPS the individual/agency shall be informed that such photographs or audio/videotapes must be returned, along with any copies that were made. Upon their return, the photographs or audio videotapes, along with any copies, shall be kept in the clinical record of the client.

Any recordings will be stored with the clinical records of the client.

There will be a review at least annually to determine whether there continues to be an essential need to maintain audio/videotaped, photographic or filmed material. If not, the material will be destroyed.

### **DEFINITIONS**

Audiotape – A recording of the voice alone

Videotape – A recording of the voice and image

Film – See photographing

Photographing – A visual image reproduced as a photographic still, film or videotape

Recordings – Any reproduction, audio or visual